

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Buildings and Grounds Patrol Officer
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current Department of Administrative Services (DAS) employees who meet the General Experience for the Buildings and Grounds Patrol Officer classification.

Location: State Office Building, 165 Capitol Ave., Hartford, CT

Job Posting No: 00004220

Hours: 40 hours per week

Salary: PS-06 \$39,694.00 - \$53,145.00

Closing Date: May 27, 2014

Eligibility Requirement: Candidates must be current employees of the Department of Administrative Services and meet the minimum General Experience for this classification. Department of Administrative Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position Information: Insures the protection of State property against trespass, theft or damage; allocates patrol and duty assignment areas to personnel; establishes work schedules for staff; inspects and evaluates performance of duties; insures correction of negligence and reports same to superior; supervises the enforcement of traffic and parking regulations established by the institution or facility assigned; keeps records and prepares reports of incidents and activities; provides first aid when necessary; performs all duties of a Buildings and Grounds Patrol Officer as required; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of State traffic and parking rules and regulations; knowledge of traffic control techniques; basic knowledge of physical plant security methods and techniques; interpersonal skills; oral and written communication skills; ability to follow written and oral instructions; some supervisory skill.

General Experience: Two (2) years of experience in the protection of persons or property or in the enforcement of security regulations.

Substitutions Allowed: Two (2) years of experience as a Buildings and Grounds Patrol Officer or its equivalent may be substituted for the General Experience.

Special Requirements:

1. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
2. Incumbents in this class may be required to obtain and maintain a Standard First Aid certificate and/or CPR certification.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

Physical Requirement:

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class.
2. Applicants may be required to pass a physical examination.

Preferred Experience: In addition to the above requirements, the preferred candidate will have experience in operating identification badge systems, programming of controlled access credentials, possess a working knowledge of various electronic security technologies such as burglar alarms and video surveillance systems, the control and distribution of traditional keys and some oversight responsibilities of contract security personnel.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an HR-12 Application for Employment, copies of their last two performance appraisals, and attendance records for the past two years no later than the close of business on May 27, 2014 to:

Timothy J. Geary
Department of Administrative Services
165 Capitol Avenue, 5th Floor East

Hartford, CT 06107
FAX (860) 622-4922

Note: This position will be filled in accordance with all reemployment/SEBAC rules. Due to a large expected response we are unable to confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.